

## **Edison Course Offering Summary**

### **Human Capitol Management**

**(July – September 2008)**

#### **Human Resource Course Offerings**

Viewing Personal, Position & Job Data	Online
Workforce Administration	Classroom
Manage Positions	Classroom
Performance Evaluations	Online
Disciplinary Action & Grievances	Online
Tracking Incidents & Injuries	Online

#### **Benefits Course Offerings**

Agency Benefits	Online / Auditorium Introduction
Benefits Eligibility	Classroom
Central Benefits Administration	Classroom

#### **Payroll Course Offerings**

Agency Payroll	Classroom
Central Payroll	Classroom
Field Office Payroll	Online

#### **Time and Labor Course Offerings**

Reporting Time	Online / Auditorium Introduction
Time Administration for Timekeepers	Classroom
Advanced Time Administration	Classroom

#### **Training (Enterprise Learning)**

Enterprise Learning Management	Classroom
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#### **Reporting & Agency Technical Support**

Running Existing Reports and Queries	Online
Agency Technical Support	Classroom

**Note:** For further course details refer to pages 2 through 9.

## - HUMAN RESOURCES -

### Course Name: Viewing Personal, Position & Job Data

**Course Delivery:** Online Tutorial

**Course Duration:** ½ Day

**Course Description:** This online course is targeted for agency Human Resources staff and Department of Human Resources staff need to view personal, position and job data but should not have access to make changes. It covers the central concepts behind Edison HR applications and core information required to understand personnel pages. Participants will learn to navigate within:

- Personal Data
- Job Data
- Position Data

**Prerequisites:** Navigation

**Recommended Audience:** Agency HR staff – employee's who will use Edison to inquire or view employee's personal, job or position information.

### Course Name: Workforce Administration

**Course Delivery:** Classroom

**Course Duration:** 2 Days

**Course Description:** This course is designed for agency Human Resources staff and Department of Personnel staff responsible for entering and maintaining employee records. Edison cross-module touch points, Human Resources concepts, and processing standard personnel actions will be covered.

Standard personnel actions training will include: Maintaining Personal and Job Records, processing Position Changes, entering employee Performance Reviews and Competencies, and running Human Resource reports.

**Prerequisites:** Navigation

**Recommended Audience:**

- Agency HR staff – employee's who will use Edison to enter or maintain employee information.
- Department of Personnel staff

## Course Name: Manage Positions

**Course Delivery:** Classroom

**Course Duration:** 1/2 Day

**Course Description:** This course is designed for Department of Personnel staff responsible for managing and approving position and employee changes. It will include the approval process(es) for updating job data and position change requests. Attendees also will learn how to enter direct changes to Job Data and Positions,, manage Job Codes, and maintain Competencies.

**Prerequisites:** Navigation

**Recommended Audience:**

- Department of Personnel staff
- F&A Budget Staff (*optional*)

## Course Name: Performance Evaluations

**Course Delivery:** Online Tutorial

**Course Duration:** 3 Hours

**Course Description:** This online course is targeted for agency Performance Evaluation Coordinators, Managers and Department of Human Resources staff responsible for creating, modifying, rating, submitting and approving performance evaluation documents. It covers the central concepts behind Edison HR applications and core information required to understand these Performance Management pages. Participants will learn to navigate within:

- Create Documents
- Transfer Documents
- Create Documents By Group
- Current Documents
- Approve Documents
- Historical Documents

**Prerequisites:** Navigation

**Recommended Audience:** Agency HR staff , DOHR staff and Managers

## Course Name: Disciplinary Action & Grievances

**Course Delivery:** Online Tutorial

**Course Duration:** 2 Hours

**Course Description:** This online course is targeted for agency Human Resources staff and Department of Human Resources staff responsible for recording disciplinary action issued to employees, record additional disciplinary actions, record grievances filed by employees, record subsequent grievance steps and the process of updating the grievance status and resolution. It covers the central concepts behind Edison HR applications and core information required to understand these Labor Administration pages. Participants will learn to navigate within:

- Record Disciplinary Action
- Record Grievances

**Prerequisites:** Navigation

**Recommended Audience:** Agency HR staff and Department of Human Resources staff

## Course Name: Tracking Incidents & Injuries

**Course Delivery:** Online Tutorial

**Course Duration:** 2 Hours

**Course Description:** This online course is targeted for agency Human Resources staff and Department of Human Resources staff responsible for documenting employee incidents and injuries for OSHA purposes, recording incident claims, maintaining the OSHA 300 Incident log, and tracking employee fitness for duty. It covers the central concepts behind Edison HR applications and core information required to understand these Workforce Monitoring pages. Participants will learn to navigate within:

- Incident Tracking
- Injury Tracking
- Entering an Incident Claim
- OSHA 300 Incident Log
- Tracking Fitness for Duty

**Prerequisites:** Navigation

**Recommended Audience:** Agency HR staff and Department of Human Resources staff

## - BENEFITS -

### Course Name: Agency Benefits

**Course Delivery:** Auditorium / Online Tutorial

**Course Duration:** 2 Hours

**Course Description:** The Agency Benefits course is designed to equip the Agency Benefits Specialists with the ability to provide customer service to employees with questions regarding their benefits. Specialist will learn how to view employee job and benefit information.

**Prerequisites:** Navigation

**Recommended Audience:** Insurance Preparers

### Course Name: Benefits Eligibility

**Course Delivery:** Classroom

**Course Duration:** 1 Day

**Course Description:** The Benefits Eligibility course will provide Specialists with the necessary tools to process various transactions for the non-central state employee population.

**Prerequisites:** Navigation

**Recommended Audience:**

- External Agency Benefits Coordinators
- Benefits Administration Analysts
- Benefits Administrator 1 and 2
- Benefits Administration Billing Analysts
- Central Payroll Administrator
- Benefits Administration Payroll Analysts

### Course Name: Central Benefits Administration

**Course Delivery:** Classroom

**Course Duration:** 3 Days

**Course Description:** This course covers all aspects of the Edison Benefit Administration module. Employees will learn the required concepts and procedures needed to administer and maintain benefit information.

**Prerequisites:** Navigation

**Recommended Audience:**

- Central Benefits Specialists
- Central Benefits Administrator 1 and 2
- Central Benefits Billing Specialist
- Central Payroll Administrator
- Central Benefits Payroll Specialist

## - PAYROLL -

### Course Name: Agency Payroll

**Course Delivery:** Classroom

**Course Duration:** 1/2 Day

**Course Description:** This course covers the role an Agency Payroll Specialist plays in the Payroll process. It includes a discussion about Enterprise Payroll business processes, and the calculation and confirm process used in the Edison payroll system. Employees will be introduced to procedures for various payroll transactions such as: off-cycle checks, retroactive transactions, generating reports and queries, and payroll self-service transactions. Understanding and viewing employee payroll information also will be included.

**Prerequisites:** Navigation

**Recommended Audience:** Employees that perform general payroll duties for their respective State agencies.

### Course Name: Central Payroll

**Course Delivery:** Classroom

**Course Duration:** 3 Days

**Course Description:** The Central Payroll course covers the role a Central Payroll Administrator plays in the Edison Payroll process. It consists of a business process overview, procedures for the entire payroll process, quarterly reporting, generating reports and queries, and how to manage extra payroll processes (i.e., reviewing and adjusting employee balances, final checks, etc.).

**Prerequisites:** Navigation and Agency Payroll

**Recommended Audience:**

- Tennessee Department of Finance and Administration Payroll employees,
- Benefit Administrative Payroll Specialists.

### Course Name: Field Office Payroll

**Course Delivery:** Online Tutorial

**Course Duration:** 2 Hours

**Course Description:** The Field Office Payroll course will cover the role a Field Office Payroll Clerk plays in the Payroll Process. This course focuses on tip transactions and queries associated with tips, as well as, Payroll Self-Service transactions.

**Prerequisites:** Navigation

## - TIME AND LABOR -

### Course Name: Reporting Time

**Course Delivery:** Auditorium / Online Tutorial

**Course Duration:** 1/2 Day

**Course Description:** This course is designed specifically for State employees who currently enter their timekeeping records into the DataCapture system. Using the Edison system, employees will learn how to enter the various types of employee time, such as: regular, vacation, and sick.

**Prerequisites:** Navigation

**Recommended Audience:** State Employees who currently enter time records into the DataCapture system.

**NOTE:** *This course is also available on the ESS CBT (Computer Based Training)*

### Course Name: Time Administration for Timekeepers

**Course Delivery:** Classroom

**Course Duration:** 1 Day

**Course Description:** This course is designed specifically for Agency Timekeepers or Supervisors responsible for entering and troubleshooting employee time records. Learn how to enter employee time, troubleshoot time issues, process overtime requests from the perspective of a Timekeeper or Supervisor.

**Prerequisites:** Navigation

**Recommended Audience:**

- Agency Timekeepers and Supervisors
- Agency and Central Office Time and Labor Administrators

**NOTE:** *It is not necessary for supervisors who attend the Manager Self Service course to attend this course.*

### Course Name: Advanced Time Administration

**Course Delivery:** Classroom

**Course Duration:** 1 Day

**Course Description:**

This course provides advanced training in Time and Labor setup, administration, and troubleshooting specifically for Time and Labor administrators.

**Prerequisites:** Navigation, 210 – Time Administration for Timekeepers

**Recommended Audience:**

- Agency level Time and Labor Administrators
- Central Office Time and Labor Administrators

## - TRAINING -

### Course Name: Enterprise Learning Management

**Course Delivery:** Classroom

**Course Duration:** 2 Days

**Course Description:** Enterprise Learning Management (ELM) is the new tool in Edison used to administer learning (training) programs. Participants will learn how to create and maintain catalog offerings, such as: adding one or more courses to a catalog; scheduling class dates per course; and selecting facilities, equipment and instructors.

Learning how to manage course enrollment activities will also be covered in the lesson material, such as: registering learners (students) for a class, dropping a class, printing class rosters and recording class attendance/score information. ELM provides an agency with the flexibility of tracking individual training development programs and required certifications.

**Prerequisites:** 99 – Basic Navigation

**Recommended Audience:**

- Learning Administrators
- Profile Administrators
- Catalog Administrators
- Roster Administrators
- Managers of Instructors

*Current State Terminology:*

- Training Coordinator
- Training Officer
- Training Administrator
- Training Manager
- Admin Asst. or Admin. Secretary with training responsibilities



## - REPORTING TOOLS / TECHNICAL -

### Course Name: Running Existing Reports and Queries

**Course Delivery:** Online Tutorial

**Course Duration:** 2 Hours

**Course Description:** This course is designed for employees who are responsible for running existing reports or queries, and are not required to attend any other course offering.

**Reports** contain predefined and formatted (headers, footers, column titles, etc.) information.

**Queries** allow a person to extract information from Edison without having to write Structured Query Language (SQL) statements; and, the information can be easily downloaded to Excel.

**Prerequisites:** Navigation

**Recommended Audience:** Agency Personnel required to generate reports.

**NOTE:** Reports and Queries specific to the subject matter of courses are taught within those courses.

### Course Name: Agency Technical Support

**Course Delivery:** Classroom

**Course Duration:** 1 Day

**Course Description:**

This course is designated for technical support users. It provides training for writing queries, using prompts, criteria, aggregate functions and joins within queries.

**Participants will learn to:**

**Write/Run a Query with a Prompt:** When a query is run with a prompt, a prompt page requests the required value that is entered on the prompt page.

**Write/Run a Query with Criteria:** When a query is run with criteria, the system searches for the rows of data that match the criteria.

**Write/Run a Query with an Aggregate function:** An aggregate function is a special type of operator that returns a single value based on multiple rows of data. It is a type of summarization of rows.

**Write/Run a Query with a Join:** Joins retrieve data from more than one table, presenting the data as if it came from one table.

**Prerequisites:** Navigation

**Recommended Audience:** Agency Technical Resource